



How to Get More from Microsoft Office 365 Business Premium

4 Easy Ways to Boost Productivity Organization-Wide

If you're using Office 365 Business Premium, you're already capitalizing on the familiar features of Office, made better with the extra functionality, availability, and security the cloud enables. That alone is worth the cost of the subscription. If you want to get even more value, Xantrion recommends additional applications—all included in the Office 365 Business Premium bundle.

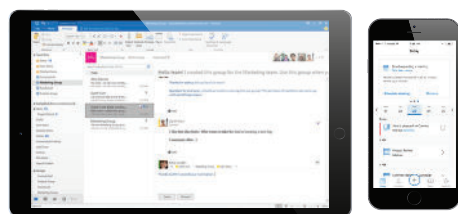
Microsoft OneDrive, OneNote, Office Mobile Apps, and Skype for Business are new applications included in your Office 365 Business Premium subscription at no additional cost. They are thoroughly integrated with other Office 365 applications, which makes them easy to use, administer, and secure. More importantly, they provide the following new functionality that significantly boosts productivity and makes working on the go or connecting electronically, easier than ever.

- Cloud storage for third-party file downloads or mobile access to files
- Note sharing and access to notes on mobile devices
- Mobile versions of Word, Excel, PowerPoint, and Outlook
- Uncomplicated, instant conferencing, and screen-sharing capabilities for both desktop and mobile users

What OneDrive for Business is designed for—and what it does very well—is provide individual employees with cloud storage where they can place files for mobile access, or where they can place a very large file for a third party to download. These features may seem like any other cloud-based storage service; however, unlike other services, OneDrive for Business leverages the security and authentication services of Office 365 to give your business greater control over use and access.

OneDrive for Business also enables OneNote, a note taking application that lets users capture ideas, links, and images, then syncs them across the desktop and mobile devices for easy retrieval whenever and wherever they're needed. By storing its files on OneDrive for Business, OneNote also allows your employees to share notes with each other.

Your Office 365 subscription includes mobile versions of Microsoft Word, Excel, PowerPoint, and Outlook which provide almost as much functionality as the desktop versions do. We're particularly impressed by the new mobile version of Outlook.



More than any individual application, what makes these mobile versions of Office worthwhile is their tight integration with Office 365 that makes working remotely even easier and more convenient. You can create a file, work on it, store it in OneDrive, and attach it to an email, all from a phone or tablet—and

because Microsoft is focusing on mobility these days, we expect to see the mobile apps become even more powerful over time.

How does Skype for Business compare with popular conferencing applications?

Skype for Business offers quick, uncomplicated instant conferencing, and screen-sharing capabilities for both desktop and mobile users. It works best when all participants in a call are logged in to

the Office 365 platform, but Microsoft recently released a web plug-in that allows people without an account to join a call or screen sharing session, and dial-in numbers are on their way.

We feel that in the very near future, our clients who are currently paying for applications like GoTo Meeting and WebEx will be able to move to Skype for Business and get all the functionality they need at no additional licensing cost beyond their Office 365 subscription.

What's the difference between Skype and Skype for Business?

One item to understand before you dive into using Skype for Business is it is a different product and uses a different technology platform than Skype. You may recall that Microsoft's historic business collaboration tool for online meetings and instant messaging was called Lync. In 2011, Microsoft purchased a much more popular consumer product for collaboration called Skype and, confusingly, in 2014, rebranded Lync as Skype for Business. You would think, since both products now had Skype in the name, that users of one platform would be able to collaborate with users of the other. This was not the case—Lync and Skype, despite the name change and shared logo, were, and still remain, separate platforms. When the name change was first announced it was nearly impossible for a person using Skype for Business to connect with someone using Skype. This caused, and still causes, a great deal of confusion and frustration.

What does Skype for Business offer that Skype does not?

Part of Microsoft's paid Office 365 offering, Skype for Business, as Lync is now called, offers features not present in the free consumer Skype product. Among other things it:

- Handles larger meeting sizes
- Can automatically launch and log into the Skype for Business network when you log into your work computer
- Integrates with Exchange and Office 365 so, for example, from within Outlook, you can see if the person who sent you an email is online in Skype for Business
- Can direct calls to go over the actual telephone network, rather than the Internet, which means you can achieve better call quality



How Can Skype for Business users connect with Skype users?

Since 2014, Microsoft has built connectors between the two products so that Skype for Business users can more and more easily connect with Skype users. However, keep in mind, that Skype and Skype for Business remain two totally different tools. So if you are having trouble finding someone in Skype check to see if one of you is actually using Skype for Business. If you still have problems, you'll need to contact the administrator of the Skype for Business account to see if restrictions have been set up which block communication with the Skype consumer network.

Paid conferencing applications like GoTo Meeting and WebEx can be replaced by Skype for Business, which is free.

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